

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

4-7

☐ Other ☐ Amendment Number:

Contract Number

EP-D-14-001

Contract Period 01/01/2014 To 12/31/2017

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Graphic Design & Editing

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Purpose



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/01/2017 To 12/31/2017

Comments:

The purpose of this WA is to obtain contractor support for EPA's Radiation Program communications and outreach projects and activities. The contractor shall not exceed 500 hours to prepare the workplan and budget. (see SOW for details) No previous EPA work shall be duplicated.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period

01/01/2014 To 12/31/2017

Cost/Fee:

LOE:

This Action:

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Marisa Thornton

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name Stephen Cannon

Branch/Mail Code:

Phone Number: 919-541-3847

FAX Number:

(Signature)

(Date)

Contracting Official Name Christopher Davis

Branch/Mail Code:

Phone Number: 919-541-4609

FAX Number: 919-685-3415

(Signature)

(Date)

Work Assignment Form (WebForms v1.0)

WORK ASSIGNMENT

CONTRACTOR: Scientific Consulting Group, Inc.
CONTRACT NUMBER: EP-D-14-001
WORK ASSIGNMENT NO: 4-7
WORK ASSIGNMENT TITLE: Graphic Design and Technical Editing Support

WORK ASSIGNMENT COR: Marisa D. Thornton (thornton.marisa@epa.gov)
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Washington, DC 20460
202-343-9237

Alternate WACOR
Tony Nesky (nesky.tony@epa.gov)
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1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-343-9597

PERIOD OF PERFORMANCE: April 13, 2017 - December 31, 2017

I. BACKGROUND

The mission of the U.S. Environmental Protection Agency's (EPA) Office of Radiation and Indoor Air (ORIA) is to protect the public and the environment from harmful exposures to radiation including radon. To assist in carrying out this mandate, it is the responsibility of the Radiation Protection Division (RPD) to establish general environmental protection standards, inform the public, interest groups, and other stakeholders of protection measures, and increase understanding of radon and other radiation issues inside and outside of their homes. In order to accomplish this mission, RPD must be prepared with documents providing up-to-date information that is clear, concise, and easy to understand in order to maintain and enhance the credibility of both EPA and the Office of Radiation and Indoor Air.

II. PURPOSE

The purpose of this work assignment is to obtain contractor support for EPA's Radiation Program communications and outreach projects and activities. This support includes: graphic design and layout of documents and information materials; providing assistance designing Web materials; and editing documents for grammar, spelling and comprehension.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."

III. SCOPE OF WORK

Task 1: Prepare Work Plan and Cost Proposal

The contractor shall submit to the work assignment manager within 20 calendar days of the approved work assignment, work plan that details the contractor's approach for accomplishing the Work Assignment, including a schedule of deliverables, staffing plan (with statements of experience), estimated labor hours and a detailed cost proposal on a task-by-task basis.

The cost proposal shall be submitted to the work assignment manager within 20 calendar days of the effective date of the approved work assignment. The cost proposal shall include the details of the contractor's approach for accomplishing the work assignment, including a schedule of deliverables, staffing plan (with statements of experience), estimated labor hours and detailed cost on a task-by-task basis.

Task 2: Guidance and Technical Meeting with EPA WAM

The Contractor shall meet with the EPA WAM to discuss particulars concerning the work assignment within 5 working days of the effective date of this work assignment.

Subsequently, the Contractor shall meet with the EPA WAM on an as-needed basis to receive EPA guidance and discuss issues regarding all tasks indicated. The times and dates for these meetings shall be determined by the EPA WAM through technical direction. Meeting agendas will be finalized at the start of each meeting and will include agenda items from EPA WAM and the Contractor. The EPA WAM and the Contractor will hold meetings in the Contractor's office, at the EPA WAM's office (Washington, DC) or via webinar/telephone.

Deliverables:

The Contractor shall attend meetings as requested by the EPA WAM and provide detailed meeting notes to the EPA WAM within 5 working days of each meeting. For cost purposes, estimated 8 meetings during the duration of the work assignment.

Task 3: Materials Development, Layout and Graphics Design

The contractor shall create materials including, but not limited to: brochures, presentations, web pages, fact sheets, handouts, posters, exhibits, technical report templates, report covers for the Radiation Protection Program. Work performed under this task will be specified by the WAM via technical direction. (SOW References: Section F Part 2)

Deliverables:

The Contractor shall provide materials as directed by the WAM's TD and schedule will be discussed. For cost purposes, estimates are as follow:

Graphics Design: 12 posters or exhibits (ex. PAGs, Plume Products, RadNet, RadTown, etc.) 12 brochures or factsheets, 10 presentations layout, 12 Web pages, 1-2 interactive educational activities (and supporting materials) and 6 report covers.

Task 4: Technical Editing

The contractor shall edit documents created by EPA's radiation program for grammar, spelling and comprehension. The types of documents under this task may include emergency response pre-scripted questions and answers, federal radiation guidance technical documents, radiation regulation fact sheets and other supporting material. Work performed under this task will be specified by the WAM via technical direction. **(SOW References: Section B Part e)**

Deliverables:

The Contractor shall provide materials as directed by the WAM's TD and schedule will be discussed. For cost purposes, technical editing estimates are as follow:

Possible documents include:

- Federal Guidance 15 (~ 450 pages), Reference Individual SAB paper (~40 pages), PAGs Communications Tools (~35 pages), TENORM documents (~170 pages) and MARSSIM (~600-750 pages).
- NESHAPs manuals: 20-40 pages scanned to an editable form or typed. 3 guidance documents, 60-80 total pages, edited and formatted
- WIPP Inspections: 3 Word documents, 60 pages total, converted to blank templates. Completed reports, using templates, edited following next inspection (summer 17)
- SOPs: 2-3 documents, ~10 pages total, formatted

IV. TIME SCHEDULE AND DELIVERABLES

Specific completion dates will be developed when time frames are clear and will be specified via written technical direction (TD). All work assignment deliverables must be provided in MS Word and pdf or PowerPoint, or other specified software, as appropriate. Software used must be compatible with ORIA software and equipment. Final deliverables must be provided to EPA electronically and, for printing and reproduction purposes also on CD unless otherwise specified in the TD.

<u>TASK NO;</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>
Task 1.	Work Plan, Proposed Budget, and Staffing Plan	Within 20 calendar days after approval of the work assignment.
Task 2	Initial Meeting with EPA WAM Meetings and Meeting Notes	Within 5 working days after approval of WA; Ongoing

Task 3. Materials Development, Layout and As specified in TD
 Graphics Design
 Draft and Final Materials

Task 4. Technical Editing As specified in TD

ADDITIONAL WORK ASSIGNMENT REQUIREMENTS

The Work Assignment Manager (WAM) or Alternate WAM is authorized to provide technical direction that clarifies the Statement of Work as set forth in this work assignment. Technical direction will be issued in writing or confirmed in writing by the WAM within five (5) calendar days of verbal issuance. The WAM will forward a copy of the technical direction to the Project Officer. The EPA WAM will provide written technical direction for all work performed by the contractor under all tasks of this work assignment. The WAM will forward a copy of the technical direction to the Project Officer.

Final copies for all documents and materials must meet EPA print specifications. Web materials must meet Agency web standards, including Section 508 requirements. Materials should be developed in MS Word and PDF formats or, if applicable, other specified software programs as agreed-upon by the contractor and WAM or in the technical direction.

A monthly progress and financial report shall be provided in accordance with the terms of the contract.

